



COVID-19 OPERATIONAL PLANNING

Safety for our Employees, Independent Contractors and Customers.



197 Hernan Cortez Ave. Hagåtña, Guam

Hours of Operation

9am to 4pm

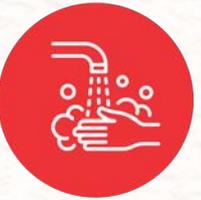
Color Guam is a full service art studio offering creative sessions for children and adults. Sessions include arts and crafts, painting, sculpting, DIY sign making on wood. Our studio has been in business for almost five years.

Our plan is based on how to keep our staff and customers safe during operational hours from COVID 19 pandemic using CDC, OSHA, U.S. Department of Labor and the Guam Department of Public Health guidelines.

OUR COMMITMENT AT OUR CUSTOMERS, EMPLOYEES OR INDEPENDENT CONTRACTORS



- Adhere to the safety of our customers, employees or independent contractors based on COVID-19 from Guam Department of Public Health and Social Services, Centers for Disease and Control and Prevention (CDC), OSHA and the US Department of Labor.



- Counters and surfaces disinfected after each use.
- Tables and Chairs to be disinfected after each use.
- Cabinets to be wiped down after each use.
- Shelving to be disinfected after each use.
- Paint brushes to be soaked and cleaned with soap and water.
- Cups, napkins and paper palettes to be discarded after each use.
- Blank canvases to be disinfected prior to use
- Doorknobs, light switches, doors, restrooms to be sanitized after each use. ©
- Staff are required to wear masks and gloves at all times. Cloth masks to be cleaned after each use and replaced after each session. Gloves to be discarded.



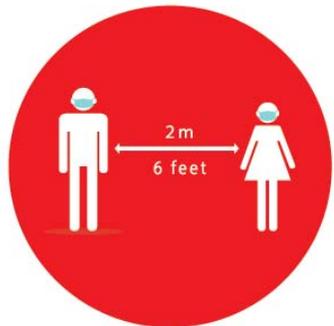
- Walls to be disinfected each day.
- Floors to be swept and disinfected with a mop after each arts and crafts or paint session
- Prevention signs of COVID -19 to be placed on the exterior of door and windows as well as inside our establishment.
- Floor decals reminding customers to stay a distance of 6 feet.

FRONT DOOR AND INDOOR SIGNAGES

FOR YOUR SAFETY AND OURS



**MUST HAVE A MASK
BEFORE ENTERING OUR
ESTABLISHMENT**



**6 FEET DISTANCE AT ALL
TIMES**

PROTECTING OUR CUSTOMERS



**HEALTHY
TEAM**



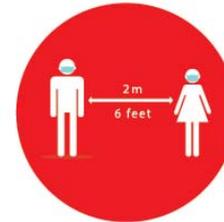
**FREQUENT
HAND WASHING**



**ALL SURFACES AND
BATHROOMS DISINFECTED
AFTER EACH USE.**



**MASKS AND GLOVES
WORN BY OUR INSTRUCTORS**



**WE PRACTICE SOCIAL
DISTANCING**



**WE DISINFECT OUR FLOORS
ON A DAILY BASIS**

CDC SIGNS TO BE PLACED ON THE WALLS OF OUR ESTABLISHMENT

CORONAVIRUS DISEASE 2019
(COVID-19)

Your cloth face covering protects them.
Their cloth face covering protects you.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

COVID-19-1 April 10, 2020 12:00 PM

CORONAVIRUS DISEASE 2019
(COVID-19)

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

COVID-19-1 April 10, 2020 12:00 PM

CORONAVIRUS DISEASE 2019
(COVID-19)

You can help prevent the spread of respiratory illnesses with these actions:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose & mouth.
- Practice social distancing by putting space between yourself & others.
- Wash hands often with soap & water for at least 20 seconds.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

COVID-19-1 April 10, 2020 12:00 PM

Calls to U.S. poison centers about cleaner and disinfectant exposures increased by 20%*

Prevent COVID-19 Spread and Clean Safely:

- Follow label directions
- Don't mix chemicals
- Wear protective gear
- Use in a well-ventilated area
- Store chemicals out of reach of kids

* Jan-March, 2020

[cdc.gov](https://www.cdc.gov) bit.ly/MMWR_ChemicalExposures

STOP THE SPREAD OF GERMS

Wash your hands often with soap and water for at least 20 seconds.

CDC **COVID-19 PREVENTION**
RECOMMENDATIONS | The best way to prevent illness is to avoid being exposed to this virus. For more information: www.cdc.gov/COVID19

CDC SIGNS AND FLOOR DECAL TO BE PLACED ON THE WALLS OF OUR ESTABLISHMENT



SLOW THE SPREAD OF COVID-19
cdc.gov/coronavirus

Wear a cloth face covering in public spaces

Stay at least 6 feet from other people

Frequently wash your hands

FLOOR DECALS

Decals to be placed on the floors with each measured six feet apart.



What is COVID 19 AND IT'S SYMPTOMS

Source: OSHA 3990-03 2020, *Guidance on Preparing Workplaces for COVID-19*

Symptoms of COVID-19

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as *asymptomatic cases*, have experienced no symptoms at all.

According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

How COVID-19 Spreads

Although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people can spread SARS-CoV-2 to other people.

The virus is thought to spread mainly from person-to-person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

Although the United States has implemented public health measures to limit the spread of the virus, it is likely that some person-to-person transmission will continue to occur.

The CDC website provides the latest information about COVID-19 transmission: www.cdc.gov/coronavirus/2019-ncov/about/transmission.html.

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) other people who may be infected with SARS-CoV-2.

What is COVID 19, it's symptoms and how to protect yourself.

Source: Centers for Disease Control and Prevention (CDC)

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



cdc.gov/coronavirus

03/16/2020 04/10/2020

Share facts about COVID-19

Know the facts about coronavirus (COVID-19) and help stop the spread of rumors.



FACT 1 Diseases can make anyone sick regardless of their race or ethnicity.

Fear and anxiety about COVID-19 can cause people to avoid or reject others even though they are not at risk for spreading the virus.



FACT 2 For most people, the immediate risk of becoming seriously ill from the virus that causes COVID-19 is thought to be low.

Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more serious complications from COVID-19.



FACT 3 Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.

For up-to-date information, visit CDC's coronavirus disease 2019 web page.



03/16/2020 04/10/2020



FACT 4 There are simple things you can do to help keep yourself and others healthy.

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- When in public, wear a cloth face covering that covers your mouth and nose.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



FACT 5 You can help stop COVID-19 by knowing the signs and symptoms, which can include:

- Fever
- Cough
- Shortness of breath

Seek medical attention immediately if you or someone you love has emergency warning signs, including:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

cdc.gov/coronavirus

Symptoms of Coronavirus (COVID-19)

Your symptoms can include the following:



Fever



Cough



Shortness of breath

If you have COVID-19, you may have mild (or no symptoms) to severe illness.

Symptoms can appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical attention immediately if you or someone you love has **emergency warning signs**, including:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.



03/16/2020 04/10/2020

cdc.gov/coronavirus

How to Protect Yourself and Others

Source: Centers for Disease Control and Prevention (CDC)

How to Protect Yourself and Others

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Stay home if you are sick.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick.** www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



cdc.gov/coronavirus

Cover your mouth and nose with a cloth face cover when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face cover when they have to go out in public,** for example to the grocery store or to pick up other necessities.
 - » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others.** The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes



- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect



- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** You can see a list of [EPA-registered household disinfectants here.](#)

cdc.gov/coronavirus

How to Cope with Stress and Build Resilience During the COVID-19 Pandemic

Source: Centers for Disease Control and Prevention (CDC)/Behavioral Health & Wellness Center (GBHWC)

General Contact Information for **Guam Behavioral Health & Wellness Center (GBHWC)**

Call:
(671) 647-5440
(for Emergencies, call 911)

Crisis Hotline:
(671) 647-8833/ 647-8834

COVID-19 INFORMATION
Call: 311

9/18/2021 Employees: How to Cope with Job Stress and Build Resilience During the COVID-19 Pandemic | CDC

CDC Centers for Disease Control and Prevention

Coronavirus Disease 2019 (COVID-19)

Employees: How to Cope with Job Stress and Build Resilience During the COVID-19 Pandemic

Whether you are going into work or working from home, the COVID-19 pandemic has probably changed the way you work. Fear and anxiety about this new disease and other strong emotions can be overwhelming, and workplace stress can lead to burnout. How you cope with these emotions and stress can affect your well-being, the well-being of the people you care about, your workplace, and your community. During this pandemic, it is critical that you recognize what stress looks like, take steps to build your resilience and manage job stress, and know where to go if you need help.

Recognize the symptoms of stress you may be experiencing.

- Feeling irritation, anger, or in denial
- Feeling uncertain, nervous, or anxious
- Lacking motivation
- Feeling tired, overwhelmed, or burned out
- Feeling sad or depressed
- Having trouble sleeping
- Having trouble concentrating

Know the common work-related factors that can add to stress during a pandemic:

- Concern about the risk of being exposed to the virus at work
- Taking care of personal and family needs while working
- Managing a different workload
- Lack of access to the tools and equipment needed to perform your job
- Feelings that you are not contributing enough to work or guilt about not being on the frontline
- Uncertainty about the future of your workplace and/or employment
- Learning new communication tools and dealing with technical difficulties
- Adapting to a different workspace and/or work schedule

Follow these tips to build resilience and manage job stress.

- Communicate with your coworkers, supervisors, and employees about job stress while maintaining social distancing (at least 6 feet).
 - Identify things that cause stress and work together to identify solutions.
 - Talk openly with employers, employees, and unions about how the pandemic is affecting work. Expectations should be communicated clearly by everyone.
 - Ask about how to access mental health resources in your workplace.
- Identify those things which you do not have control over and do the best you can with the resources available to you.
- Increase your sense of control by developing a consistent daily routine when possible — ideally one that is similar to your schedule before the pandemic.
 - Keep a regular sleep schedule.
 - Take breaks from work to stretch, exercise, or check in with your supportive colleagues, coworkers, family, and friends.
 - Spend time outdoors, either being physically active or relaxing.

<https://www.cdc.gov/coronavirus/2019-nCoV/employees/mental-health-and-wellness.html>

9/18/2021 Employees: How to Cope with Job Stress and Build Resilience During the COVID-19 Pandemic | CDC

- If you work from home, set a regular time to end your work for the day, if possible.
- Practice mindfulness techniques.
- Do things you enjoy during non-work hours.

- Know the facts about COVID-19. Be informed about how to protect yourself and others. Understanding the risk and sharing accurate information with people you care about can reduce stress and help you make a connection with others.
- Remind yourself that each of us has a crucial role in fighting this pandemic.
- Remind yourself that everyone is in an unusual situation with limited resources.
- Take breaks from watching, reading, or listening to news stories, including social media. Hearing about the pandemic repeatedly can be upsetting and mentally exhausting.
- Connect with others. Talk with people you trust about your concerns, how you are feeling, or how the COVID-19 pandemic is affecting you.
 - Connect with others through phone calls, email, text messages, mailing letters or cards, video chat, and social media.
 - Check on others. Helping others improves your sense of control, belonging, and self-esteem. Look for safe ways to offer social support to others, especially if they are showing signs of stress, such as depression and anxiety.
- If you feel you may be misusing alcohol or other drugs (including prescription drugs) as a means of coping, reach out for help.
- If you are being treated for a mental health condition, continue with your treatment and be aware of any new or worsening symptoms.

Know where to go if you need help or more information.

If you feel you or someone in your household may harm themselves or someone else:

- National Suicide Prevention Lifeline
 - Toll-free number 1-800-273-TALK (1-800-273-8255)
 - The Online Lifeline Crisis Chat is free and confidential. You'll be connected to a skilled, trained counselor in your area.
- National Domestic Violence Hotline
 - Call 1-800-799-7233 and TTY 1-800-787-3224

If you are feeling overwhelmed with emotions like sadness, depression, or anxiety:

- Disaster Distress Helpline
 - Call 1-800-985-5990 or text TalkWithUs to 66746
- Check with your employer for information about possible employee assistance program resources.

If you need to find treatment or mental health providers in your area:

- Substance Abuse and Mental Health Services Administration (SAMHSA) Find Treatment

Mental Health Resources

- CDC Coronavirus (COVID-19) Stress and Coping
- American Psychological Association
- National Alliance on Mental Illness

COVID-19 Resources

- NIOSH Workplace Safety and Health Topic
- CDC COVID-19
- CDCINFO: 1-800-CDC-INFO (1-800-232-4636) | TTY: 1-888-232-6348 | Website: cdc.gov/info

<https://www.cdc.gov/coronavirus/2019-nCoV/employees/mental-health-and-wellness.html>

Fliers to be placed on our walls for our staff.

Interim Guidance for Implementing Safety Practices

Source: Centers for Disease Control and Prevention (CDC)

Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19

To ensure continuity of operations of essential functions, CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

Critical Infrastructure workers who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift:

- ▶ **Pre-Screen:** Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.
- ▶ **Regular Monitoring:** As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
- ▶ **Wear a Mask:** The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.
- ▶ **Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
- ▶ **Disinfect and Clean work spaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

If the employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.

Employers should implement the recommendations in the Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 to help prevent and slow the spread of COVID-19 in the workplace. Additional information about identifying critical infrastructure during COVID-19 can be found on the DHS CISA website or the CDC's specific First Responder Guidance page.

INTERIM GUIDANCE

This interim guidance pertains to critical infrastructure workers, including personnel in 16 different sectors of work including:

- ▶ Federal, state, & local law enforcement
- ▶ 911 call center employees
- ▶ Fusion Center employees
- ▶ Hazardous material responders from government and the private sector
- ▶ Janitorial staff and other custodial staff
- ▶ Workers – including contracted vendors – in food and agriculture, critical manufacturing, informational technology, transportation, energy and government facilities

ADDITIONAL CONSIDERATIONS

- ▶ Employees should not share headsets or other objects that are near mouth or nose.
- ▶ Employers should increase the frequency of cleaning commonly touched surfaces.
- ▶ Employees and employers should consider pilot testing the use of face masks to ensure they do not interfere with work assignments.
- ▶ Employers should work with facility maintenance staff to increase air exchanges in room.
- ▶ Employees should physically distance when they take breaks together. Stagger breaks and don't congregate in the break room, and don't share food or utensils.



IF YOU ARE AN **ESSENTIAL CRITICAL WORKER** WHO HAS BEEN EXPOSED TO COVID-19

DO

- Take your temperature before work.
- Wear a face mask at all times.
- Practice social distancing in the workplace as work duties permit.

DON'T

- Stay at work if you become sick.
- Share headsets or objects used near face.
- Congregate in the break room or other crowded places.



IF YOU ARE AN **EMPLOYER OF WORKERS** EXPOSED TO COVID-19

DO

- Take employee's temperature and assess symptoms prior to their starting work.
- If an employee becomes sick during the day, send them home immediately.

- Test the use of face masks to ensure they do not interfere with workflow.
- Increase air exchange in the building.
- Increase the frequency of cleaning commonly touched surfaces.



Accessible Version: Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19

HOW TO PREVENT THE SPREAD OF SERIOUS RESPIRATORY ILLNESSES

Coughing and Sneezing

Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses like influenza, respiratory syncytial virus (RSV), whooping cough, and COVID-19. Germs can be easily spread by:

- Coughing, sneezing, or talking
- Touching your face with unwashed hands after touching contaminated surfaces or objects
- Touching surfaces or objects that may be frequently be touched by other people

To help stop the spread of germs:

- Cover your mouth and nose with a tissue when you cough or sneeze
- Throw used tissues in the trash
- If you don't have a tissue, cough or sneeze into your elbow, not your hands

Remember to immediately wash your hands after blowing your nose, coughing or sneezing.

Washing your hands is one of the most effective ways to prevent yourself and your loved ones from getting sick, especially at key times when you are likely to get and spread germs.

- Wash your hands with soap and water for at least 20 seconds
- If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol to clean hands

To help prevent the spread of respiratory disease, you can also avoid close contact with people who are sick.

If you are ill, you should try to distance yourself from others so you do not spread your germs. Distancing includes staying home from work or school when possible.

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To help prevent the spread of respiratory disease, you can also avoid close contact with people who are sick. If you are ill, you should try to distance yourself from others so you do not spread your germs. Distancing includes staying home from work or school when possible.



Covering coughs and sneezes and washing hands are especially important for infection control measures in healthcare settings, such as emergency departments, doctor's offices, and clinics.

For information about preventing the spread of COVID-19, see CDC's [COVID-19: Prevent Getting Sick](#) web page.

More Information

- [Healthy Habits to Help Prevent Flu](#)
- [Coronavirus \(COVID-19\)](#)

TRAINING FOR *Employees & Independent Contractors*



HOW TO PROPERLY WEAR, CLEAN AND REMOVE A FACEMASK

FACEMASKS

How to properly wear a face mask.

Face masks should:

- Fit snugly but comfortable against the side of the face.
- Be secured with ties or ear loops
- Include multiple layers of a fabric.
- Allow for breathing without restriction
- Able to be laundered and machine dried without damage or change to shape.

Should cloth face coverings be washed or otherwise cleaned regularly?

How regularly?

- Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth covering?

- A washing machine should suffice in properly washing a face covering.

How does one safely remove a used cloth covering?

- Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.

This poster will be hung in our establishment for staff and customer to be aware of how to help slow the spread of COVID-19.

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Cloth Face Coverings
Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings
CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission. CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

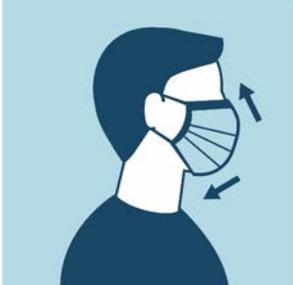
Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?
Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?
A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?
Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

TRAINING FOR *Employees & Independent Contractors*

CDC APPROVED PRODUCTS FOR DISINFECTING AND CLEANING

List N: Products with Emerging Viral Pathogens AND Human Coronavirus claims for use against SARS-CoV-2
Date Accessed: 05/17/2020

EPA Registration Number	Active Ingredient(s)	Product Name	Company	Follow the disinfection directions and preparation for the following virus	Contact Time (in minutes)	Formulation Type	Surface Type	Use Site	Emerging Viral Pathogen Claim?	Date Added to List N
5813-76	Sodium hypochlorite	Clorox MTOC	The Clorox Company	Rotavirus	10	RTU	Hard Nonporous (HN)	Healthcare; Institutional	Yes	05/14/2020
56392-7	Sodium hypochlorite	Clorox Healthcare® Bleach Germicidal Cleaner Spray	Clorox Professional Products Company	Canine Parvovirus; Feline Panleukopenia Virus; Hepatitis A Virus; Norovirus; Poliovirus; Rhinovirus	1	RTU	Hard Nonporous (HN); Food Contact Post-Rinse Required (FCR)	Healthcare; Institutional	Yes	03/03/2020
5813-105	Sodium hypochlorite	Clorox Multi Surface Cleaner + Bleach	The Clorox Company	Rhinovirus; Canine Parvovirus; Feline Panleukopenia Virus; Norovirus; Poliovirus	1	RTU	Hard Nonporous (HN); Food Contact Post-Rinse Required (FCR)	Residential	Yes	03/03/2020
5813-110	Hydrogen peroxide	Clorox Pet Solutions Advanced Formula Disinfecting Stain & Odor Remover	The Clorox Company	Enterovirus D68; Norovirus; Rhinovirus	5	RTU	Hard Nonporous (HN)	Healthcare; Institutional; Residential	Yes	03/03/2020
5813-111	Sodium hypochlorite	Clorox Disinfecting Bleach2	The Clorox Company	Canine Parvovirus; Feline Parvovirus	10	Dilutable	Hard Nonporous (HN)	Healthcare; Institutional; Residential	Yes	03/03/2020
5813-114	Sodium hypochlorite	Clorox Performance Bleach1	The Clorox Company	Canine Parvovirus; Feline Parvovirus	10	Dilutable	Hard Nonporous (HN)	Healthcare; Institutional; Residential	Yes	03/03/2020

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EPA Registration Number	Active Ingredient(s)	Product Name	Company	Follow the disinfection directions and preparation for the following virus	Contact Time (in minutes)	Formulation Type	Surface Type	Use Site	Emerging Viral Pathogen Claim?	Date Added to List N
5813-115	Quaternary ammonium	Clorox Scentiva Bathroom Disinfecting Foam Cleaner	The Clorox Company	Rotavirus	5	RTU	Hard Nonporous (HN)	Residential	Yes	03/03/2020
5813-21	Sodium hypochlorite	Clorox Clean Up Cleaner + Bleach	The Clorox Company	Norovirus; Poliovirus	1	RTU	Hard Nonporous (HN)	Healthcare; Institutional; Residential	Yes	03/03/2020
5813-40	Quaternary ammonium	Clorox Disinfecting Bathroom Cleaner	The Clorox Company	Rhinovirus	10	RTU	Hard Nonporous (HN)	Healthcare; Institutional; Residential	Yes	03/03/2020
5813-79	Quaternary ammonium	Clorox Disinfecting Wipes	The Clorox Company	Rotavirus	4	Wipe	Hard Nonporous (HN)	Healthcare; Institutional; Residential	Yes	03/03/2020
5813-89	Sodium hypochlorite	Clorox Toilet Bowl Cleaner with Bleach	The Clorox Company	Rhinovirus; Rotavirus	10	RTU	Hard Nonporous (HN)	Institutional; Residential	Yes	03/03/2020
67619-12	Sodium hypochlorite	Clorox Healthcare® Bleach Germicidal Wipes	Clorox Professional Products Company	Canine Parvovirus; Feline Parvovirus	3	Wipe	Hard Nonporous (HN)	Healthcare; Institutional	Yes	03/03/2020
67619-16	Sodium hypochlorite	Clorox Commercial Solutions® Toilet Bowl Cleaner with Bleach1	Clorox Professional Products Company	Rotavirus; Rhinovirus 39	10	RTU	Hard Nonporous (HN)	Institutional; Residential	Yes	03/03/2020
67619-17	Sodium hypochlorite	Clorox Commercial Solutions® Clorox® Clean-Up Disinfectant Cleaner with	Clorox Professional Products Company	Norovirus	5	RTU	Hard Nonporous (HN); Food Contact Post-Rinse Required	Healthcare; Institutional; Residential	Yes	03/03/2020

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This information will be hung in our establishment for staff to know what disinfectants and cleaning agents to use against the spread of COVID-19.

TRAINING FOR *Employees & Independent Contractors*

CDC APPROVED PRODUCTS FOR DISINFECTING AND CLEANING

EPA Registration Number	Active Ingredient(s)	Product Name	Company	Follow the disinfection directions and preparation for the following virus	Contact Time (in minutes)	Formulation Type	Surface Type	Use Site	Emerging Viral Pathogen Claim?	Date Added to List N
67619-21	Quaternary ammonium; Ethanol	Bleach1 Clorox Commercial Solutions® Clorox® Disinfecting Spray	Clorox Professional Products Company	Coxsackie Virus; Echovirus; Feline Calicivirus; Hepatitis A Virus; Poliovirus	10	RTU	(FCR) Hard Nonporous (HN)	Healthcare; Institutional; Residential	Yes	03/03/2020
67619-24	Hydrogen peroxide	Clorox Commercial Solutions® Hydrogen Peroxide Cleaner Disinfectant	Clorox Professional Products Company	Norovirus; Rhinovirus; Rotavirus	1	RTU	Hard Nonporous (HN); Food Contact Post-Rinse Required (FCR)	Healthcare; Institutional; Residential	Yes	03/03/2020
67619-25	Hydrogen peroxide	Clorox Commercial Solutions® Hydrogen Peroxide Cleaner Disinfectant Wipes	Clorox Professional Products Company	Norovirus	2	Wipe	Hard Nonporous (HN)	Healthcare; Institutional; Residential	Yes	03/03/2020
67619-31	Quaternary ammonium	Clorox Commercial Solutions® Clorox® Disinfecting Wipes	Clorox Professional Products Company	Rotavirus	4	Wipe	Hard Nonporous (HN)	Healthcare; Institutional; Residential	Yes	03/03/2020
67619-32	Sodium hypochlorite	CloroxPro™ Clorox® Germicidal Bleach	Clorox Professional Products Company	Canine Parvovirus; Coxsackievirus B3 Virus; Enterovirus D68; Norovirus; Feline Parvovirus; Hepatitis A Virus;	5	Dilutable	Hard Nonporous (HN)	Healthcare; Institutional; Residential	Yes	03/03/2020

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EPA Registration Number	Active Ingredient(s)	Product Name	Company	Follow the disinfection directions and preparation for the following virus	Contact Time (in minutes)	Formulation Type	Surface Type	Use Site	Emerging Viral Pathogen Claim?	Date Added to List N
67619-33	Hydrogen peroxide	Clorox Commercial Solutions® Clorox® Disinfecting Biostain & Odor Remover	Clorox Professional Products Company	Murine Norovirus; Poliovirus; Rhinovirus Enterovirus; Norovirus; Rhinovirus Type 37	5	RTU	Hard Nonporous (HN)	Healthcare; Institutional; Residential	Yes	03/03/2020
67619-37	Quaternary ammonium	Clorox Healthcare® VersaSure® Wipes	Clorox Professional Products Company	Norovirus	5	Wipe	Hard Nonporous (HN)	Healthcare; Institutional; Residential	Yes	03/03/2020
67619-38	Quaternary ammonium	CloroxPro™ Clorox Total 360® Disinfecting Cleaner1	Clorox Professional Products Company	Adenovirus	2	RTU; Electrostatic spray (Clorox® Total 360® system)	Hard Nonporous (HN); Food Contact Post-Rinse Required (FCR)	Healthcare; Institutional; Residential	Yes	03/03/2020
11346-3	Sodium hypochlorite	Clorox HW	The Clorox Company	Feline calicivirus; Norovirus	1	Towelette	Hard Nonporous (HN)	Healthcare; Residential	No	03/26/2020
11346-6	Sodium hypochlorite	Clorox HS	The Clorox Company	Feline calicivirus; Norovirus	1	RTU	Hard Nonporous (HN); Food Contact Post-Rinse Required (FCR)	Healthcare; Residential	No	03/26/2020
11346-4	Quaternary ammonium	Clorox QS	The Clorox Company	Human coronavirus	2	RTU	Hard Nonporous (HN); Food	Healthcare; Residential	No	03/13/2020

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This information will be hung in our establishment for staff to know what disinfectants and cleaning agents to use against the spread of COVID-19.

TRAINING FOR *Employees & Independent Contractors*

CDC APPROVED PRODUCTS FOR DISINFECTING AND CLEANING

EPA Registration Number	Active Ingredient(s)	Product Name	Company	Follow the disinfection directions and preparation for the following virus	Contact Time (in minutes)	Formulation Type	Surface Type	Use Site	Emerging Viral Pathogen Claim?	Date Added to List N
5813-50	Sodium hypochlorite	Ultra Clorox Brand Regular Bleach	The Clorox Company	Human coronavirus	5	Dilutable	Hard Nonporous (HN)	Healthcare; Institutional; Residential	No	03/13/2020
5813-73	Quaternary ammonium	Clorox Everest	The Clorox Company	Human coronavirus	0.5 (30 seconds)	RTU	Hard Nonporous (HN)	Institutional; Residential	No	03/13/2020

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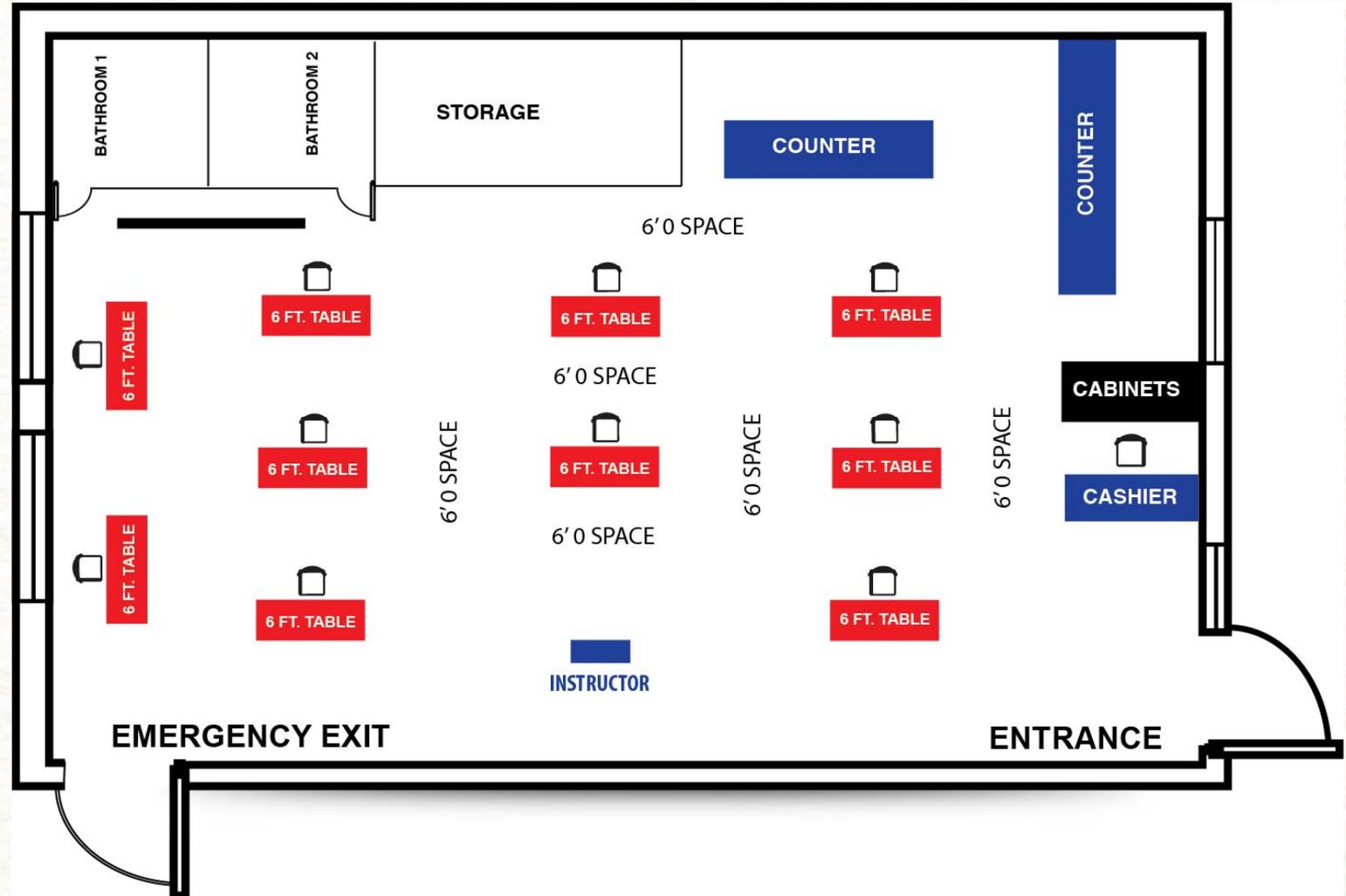
This information will be hung in our establishment for staff to know what disinfectants and cleaning agents to use against the spread of COVID-19.

COLOR GUAM FLOOR PLAN AND TABLE LAYOUT

- 10 customers per each session,
- 1 instructor, 1 assistant/cashier
- Total of 12 people in studio for each session.
- Total # of hours for each art session: 1.0 to 2.5 hours

- 10 tables/10 seats for customers
- 1 easel for instructor
- 1 cashier counter

- Customer seating
- Staff/Instructor



DURING ART SESSION AND UPON EXITING OUR ESTABLISHMENT

8. Instructor will announce:

- The importance of keeping 6 ft apart.
- Keeping their masks on at all times during the session
- Washing hands
- Assuring each customer that we have disinfected all counter tops, cabinets, walls, art supplies, tables, chairs, floor and bathrooms.

9. Customers who need assistance during art/paint sessions:

- Customers are to write their question on a piece of paper that will be provided for them at their seat and place it in a bowl to be retrieved by the instructor.
- Instructor will begin teaching.

10. Once painting session has been completed:

- Customer will leave all supplies on the table (napkins, paint brushes, palettes). Napkins and palettes will be discarded by our staff. Easels and paint brushes will be soaked in soap and washed.
- Customers will be reminded by the instructor to keep 6 feet apart.
- Customer may wash their hands with soap in the restroom should it have paint on them.
- Should a customer request to have his/her photo taken with his/her painting, they will sanitize their hands, wipe down their phone with disinfectant wipes, place it on a table for our staff to pick up and take their picture. Customer to disinfect phone again.

11. Bathroom use:

- Bathrooms will be cleaned (disinfected) after each customer use.
- A sign will be placed on the bathroom door stating customer must knock before entry.
- Signs will be printed and placed in the bathroom (washing of hands for 20 seconds and keep their mask on while in our establishment).

12. Upon Exiting

- Disinfectants with napkins will be placed on table for customers to use if needed.
- Customers may use hand sanitizers when leaving our studio.

13. Establishment to be cleaned and disinfected after each paint/art session:

- Counters, tables, chairs, cabinets will be disinfected.
- Floors to be swept.
- Restrooms will be cleaned and disinfected.
- Floors will be mopped with disinfectant.
- Pens/pencils, any supplies used will be disinfected.
- Studio doors will be open to circulate air during cleaning hours.

COVID-19 PROTOCOL for *Employees and Independent Contractors*



Temperature Monitoring

Measure each employees and independent contractors temperature using a Non-Contact Forehead Thermometer Infrared IR Digital Medical Body Laser Gun. CDC considers a person to have a fever when he or she has a measured temperature of 100.4° F (38° C) or greater.

Employees and independent contractors will be encouraged to self monitor themselves for signs and symptoms of COVID-19 if they suspect possible exposure.

Temperatures will be documented privately by the employees and independent contractors as well as any symptoms that may occur during the hours of employment.

Face Masks & Gloves

Employees and independent contractors must wear a face mask and gloves at all times while in the workplace.

Color Guam will have a stock of 25 masks and 50 sets of gloves at all times for employees and independent contractors to wear.

Social Distancing

Employees and independent contractors should maintain 6 feet and practice social distancing in the workplace.

Frequent Hand Washing

Wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol to clean hands.

Sick

Employees and independent contractors must stay home if they feel sick. They are urged to contact their physician should they feel they have COVID-19 symptoms.

Caring for a sick family member

If you have a family member who is ill, we encourage you to stay home to take care of your family.

Respiratory Etiquette

To help stop the spread of germs:

- Cover your mouth and nose with a tissue when you cough or sneeze
- Throw used tissues in the trash
- If you don't have a tissue, cough or sneeze into your elbow, not your hands

Remember to immediately wash your hands after blowing your nose, coughing or sneezing.

Washing your hands is one of the most effective ways to prevent yourself and your loved ones from getting sick, especially at key times when you are likely to get and spread germs.

- Wash your hands with soap and water for at least 20 seconds
- If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol to clean hands

To help prevent the spread of respiratory disease, you can also avoid close contact with people who are sick. If you are ill, you should try to distance yourself from others so you do not spread your germs. Distancing includes staying home from work or school when possible. Color Guam will provide tissues for customers and employees and independent contractors

COVID-19 PROTOCOL for *Employees and Independent Contractors*



Other prevention measures

- Employees and independent contractors should not share headsets or other objects that are near mouth or nose.
- Employees and independent contractors should increase the frequency of cleaning commonly touched surfaces.
- Doors will be open after each session to to increase air exchanges in room.
- Employees and independent contractors should physically distance when they take breaks together. Breaks will be staggered, employees and independent contractors are not allowed to congregate in the break room, and not to share food or utensils.

Disinfecting and Cleaning work spaces

Clean and disinfect all areas such as counters, tables, chairs, cabinets, shelves, bathrooms, common areas, paint brushes, art supplies and shared electronic equipment routinely after each session and when each counter or bathroom is used.

Actions taken if an employees and independent contractors is sick and has come in contact with with others

Surfaces in their/our workspace will be cleaned and disinfected.. Information on persons who had contact with the ill employees or independent contractors during the time the they had symptoms and 2 days prior to symptoms will be compiled. Other employees and independent contractors in our establishment with close contact within 6 feet of the the person during this time would be considered exposed.

Isolation Room for Sick Employees or Independent contractors

Bathroom 1 will be designated as the isolation room until an employees and independent contractors can be removed from the establishment/worksite. No other employees or independent contractors is to enter this room. See floor plan.

Handling Trash in the Bin

Employees and independent contractors are to place trash in the bin. All trash bins will have a cover on them. Employer will properly remove all trash to avoid an employees or independent contractor and others from being exposed to any contamination.